DOCUMENT RESUME

ED 152 264 IR 005 679

AUTHOR Bailey, Barbara M.
TITLE Reference Books. LAP 9.
INSTITUTION Dade County Public Schools, Miami, Fla. Office of Vocational and Adult Education.
REPORT NO 9
PUB DATE 74
NOTE 28p.; Library careers series ; Parts may be marginally legible

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS *Autoinstructional Aids; *Career Exploration; Instructional Materials; Junior High Schools; *Library Instruction; *Library Skills; *Programed Instruction; Reference Books; *School Libraries; Student Volunteers

ABSTRACT

This booklet is the ninth in a series of ten programed instruction units which was developed as a career related language arts program to teach library skills to junior high school students. The objective of this unit is to demonstrate familiarity with some basic reference books. Students must answer questions regarding the type of information which can be found in the biographical dictionaries, specialized indexes, gazeteers, and almanacs described in the booklet. The exercises provide "hand-on" experience which the students complete at their own pace. Cartoons and drawings illustrate the concepts to be learned. (JAB)

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Junior High School

CAREER RELATED LANGUAGE ARTS

LIBRARY CAREERS

Reference Books

9

CAREER EDUCATION
County Office of Vocational And Adult Education
Dade County Public Schools

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LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

STUDENT OBJECTIVES:

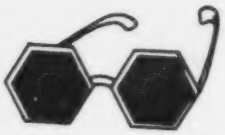
You will:

1. Read the instructions and information concerning reference books.
2. Demonstrate familiarity with the particular reference books used in the Learning Activity Packages.

"Abraham Lincoln wasn't right — you can't fool some of the people *any* of the time!"

LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B



REFERENCE BOOKS

There are many thousands of excellent reference books. This LAP will deal with only a few of the most popular. The purpose of the LAP is to give you a taste of reference books and at least some small "feel" for them, as they differ drastically from other non-fiction books. Here are some of their characteristics:

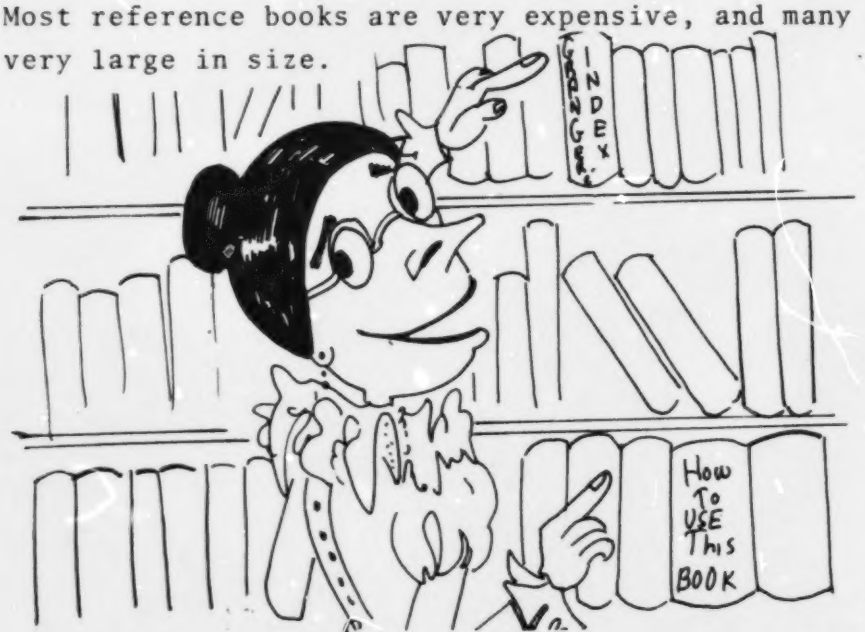
1. Most reference books have a special kind of arrangement that is one of a kind. Generally you must use the "how to use this book" notes on one of the first pages.

2. Most reference books are so important that people "refer" to them constantly. Thus they have their own room or section in the library.

3. Because people refer to them constantly, reference books usually do not circulate outside the library.

4. Reference books usually have statistics and facts of a highly specialized nature. Example: Granger's Index to Poetry.

5. Most reference books are very expensive, and many are very large in size.



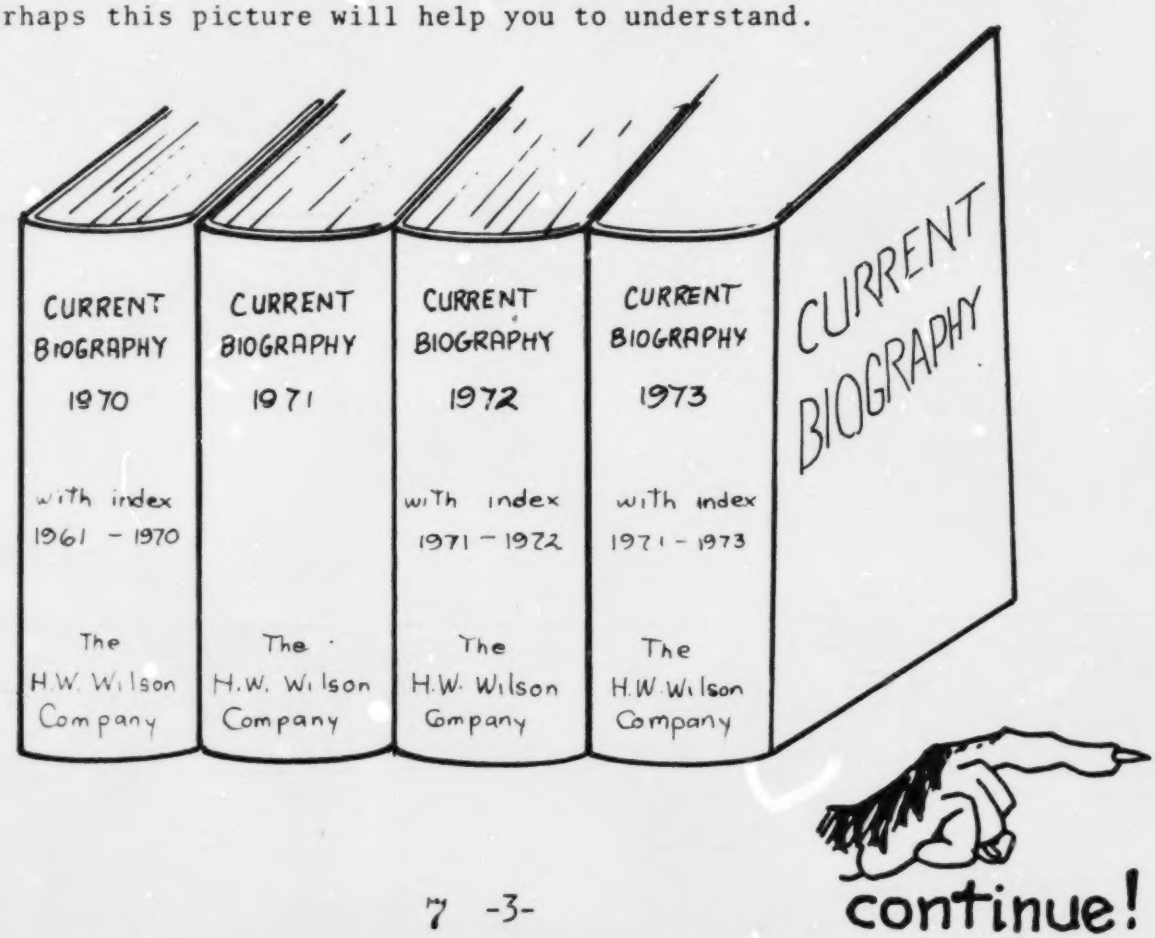
LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

Let's start with Current Biography, an excellent example of the biographical reference book. As you can tell from its title, Current Biography has biographies of people who are famous today. Many of these people will never be entered into an encyclopedia so Current Biography will be one of the best sources of information on them.

Current Biography, published by the H. W. Wilson Company, comes out in periodical form every month. At the end of each year the information in all twelve issues is cumulated into one annual volume. By cumulated we mean put together in one alphabetical order. The indexes of the volumes are also cumulated to the end of each decade (ten year period), at which time there is a ten year index. The next year's volume has no index at all, but the following year's volume has an index for both years. Perhaps this picture will help you to understand.



LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

Now go back and re-read the last paragraph.

1. If you were hunting a biography of a person who became famous in the 1960's, in what index would you look? _____

2. If you were hunting a biography of a person who became famous in the 1970's, in what index would you look? _____

3. Why is there no index in the 1971 volume _____

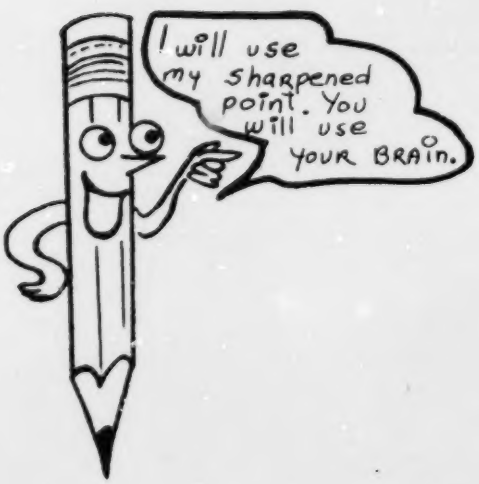
_____

4. What is meant by the word "current"? _____

_____

5. What is meant by the word "cumulated"? _____

_____



LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

Now let's see how this excellent index works on the inside! Suppose you have to look up a biography of Paul Lynde. Since he is famous today look him up in the latest Current Biography index. This will be the 1974 index. This is what you will see.

Loeb, William Mar 74
Lon Nol Feb 74
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McKeldin, Theodore R(oosevelt) obit Oct 74
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McKinney, Frank E(dward) obit Mar 74
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MacMillan, Sir Ernest (Campbell) obit Jun 73
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McNarney, Joseph T(aggart) obit Mar 72
McNeely, Eugene J(ohnson) obit Feb 74
MacVeagh, Lincoln obit Mar 72
Maddox, William P(ercy) obit Dec 72
Madeira, Jean (Browning) obit Sep 72
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Mahendra, King of Nepal obit Mar 72
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Malvern Godfrey (Martin) Huggins, 1st Viscount obit Jun 71
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Manna, Charlie obit Dec 71
Manning, Harry obit Oct 74
Manstein, Fritz Erich Von obit Sep 73
Marek, Kurt W. obit Jun 72
Margrethe II, Queen of Denmark Nov 72
Marías, Julián (Aguilera) Feb 72
May, Rollo (Reece) Jun 73
Mayer, Maria Goeppert obit Apr 72
Mayer, René obit Feb 73
Mazzo, Kay Jul 71
Mead, Sylvia (Alice) Earle May 71
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Médici, Emilio Garrastazú Oct 71
Medina-Sidonia, Duchess of Apr 72
Medvedev, Zhores A(leksandrovich) Nov 73
Mehta, G(aganvihari) L(allubhai) obit Jun 74
Melchior, Lauritz (Lebrecht Hommel) obit May 73
Menuhin, Yehudi May 73
Mercer, Mabel Feb 73
Meskill, Thomas J. Mar 74
Messiaen, Oliver (Eugène Prosper Charles) Feb 74
Meyer, K(arl) F(riedrich) obit Jun 74
Michie, Allan A(ndrew) obit Jan 74
Midler, Bette Jun 73
Miers, Earl Schenck obit Jan 73
Milhaud, Darius obit Sep 74
Miller, Arnold (Ray) Nov 74
Miller, Arthur Feb 73
Miller, Frieda S(egelke) obit Oct 73
Miller, Jason Jan 74
Miller, Johnny Sep 74
Miller, Justin obit Mar 73
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Miller, Neal (Elgar) Jul 74
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LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

READ THE STORY

REFERENCE BOOKS

You see that it says "Lynde, Paul (Edward) November 1972". This means that for his biography you must look in the 1972 volume. This is one page of what you will see.

PAUL LYNDE

show *The Hollywood Squares*, beginning in 1967, that Lynde attracted "a strong housewife following . . . to buttress his reputation] as a quirky comic." In reviewing the premiere of *The Paul Lynde Show* in September 1972, Knight wrote: "His exaggerated mannerisms make the series more farce than . . . com[edy], but when the laughs are flowing, who will quibble?" In recent years most of Lynde's stage acting has been with the Kenley Players, an Ohio troupe.

The fifth of six children of Hoy and Sylvia (Bell) Lynde, Paul Edward Lynde was born on June 13, 1926 in Mount Vernon, Ohio. "His self-deprecation," Jane Wilkie observed in *TV Guide* (July 19, 1969), "may well stem from a father who lavished attention on Paul's three brothers." Lynde reminisced in an interview with Miss Wilkie: "Richard was the athlete. Cordy [Lynde's favorite brother] was the brain, and Johnny was the baby. I was lost in the middle. . . . My father was adamant in his disapproval of my interest in show business. . . . My brothers made fun of my weight." (Lynde early acquired an obesity problem because when a prolonged bout with peritonitis left him sickly, his mother with misguided solicitude, overfed him relentlessly.) His brother Cordy was killed in World War II, and his mother and father died within the three months following Cordy's death.

Growing up, Lynde worked after school in his father's meat market, mostly killing and plucking chickens. At Mount Vernon High School a female speech teacher, impressed with his writing and acting ability, took a special interest in him. After graduating from high school, in 1944, he entered her alma mater, Northwestern University, where his drama classmates included Patricia Neal, Charlton Heston, Ralph Meeker, and Jeffrey Hunter.

Lynde wanted to do serious drama, but that ambition collided with his inability to so much as twitch an eyebrow without evoking gales of laughter from his fellow students. "It all started back at . . . freshman drama class . . . ," he has recalled. "Each of us had to do a reading from *Cyrano de Bergerac*. I did my scene and I thought it was pretty good. But my first assignment was to play the oafish football player in the *Male Animal*. I asked the teacher how come, and she said: 'Didn't you know? Your reading of *Cyrano* was so hilarious this was the obvious role for you.' I haven't had a chance to do anything serious since."

In his senior year at Northwestern, Lynde was named the university's "Best Actor of the Year." Besides acting, he wrote skits and lyrics for campus variety shows. Kaye Ballard, who saw him there, lauded him to friends when she returned to New York, and when he took his B.S., in 1948, he headed hopefully for the big city. His sanguinity dissipated as he made the rounds of producers' offices, without success, living on money from home or working as a clerk at B. Altman & Company, the Fifth Avenue department store, among other jobs. It was not until three years after his arrival in New York that he made his professional stage debut, and that was in stock, at the Corning (New York) Summer Theatre, where his first of several roles was that of Pon in *Happy Birthday*.

Despairing of his chances on Broadway, Lynde opted for nightclub work. He wrote and practised some "fat man" routines (because at that time he weighed 260 pounds), apparently with little success. Soon, with the help of diet pills, he starved himself down to his present weight, about 180 pounds. He wrote his now classic piece of special material "The African Hunter" for an amateur contest held at Number One Fifth Avenue on Thanksgiving Day 1950. In that routine he hobbles on stage wearing a pith helmet and head bandage and with one arm holding a crutch and the other in a sling. After introducing himself to the audience as the lucky winner of a Trip-of-the-Month-Club contest who has just returned from a safari in Africa, he expresses his gratitude to the sponsors of the journey. With determined cheerfulness, he goes on to recount the "glorious" high points of his four days in the African wild: clawed by a lion, gored by a rhinoceros, fanged between the eyes by a snake ("and you know how that feels"), and bereft of his wife by a waterfall ("but what I really remember about that day was that it didn't rain and I got some *dandy* snapshots").

With the monologue Lynde won the contest at Number One Fifth Avenue, and Bob Downey, the club's owner, signed him for a week's engagement. He was held over at Number One Fifth Avenue week after week for two months and then moved on to another New York club, Spivy's Roof. After touring in the floorshow *What's New* in the hotels of the Statler chain, in the autumn of 1951, Lynde made his Broadway debut in Leonard Sillman's showcase of fresh talent *New Faces of 1952*, the revue that introduced to the public such other young entertainers as Eartha Kitt, Carol Lawrence, Ronny Graham, and Robert Clary. In his opening night review for the New York *Herald Tribune* (May 17, 1952), Walter Kerr singled out Lynde's battered African tourist as "the funniest

LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

Look up in one of the Current Biography indexes the name of any famous person (living today) of your choice. Now find the biography of that person in the volume to which the index refers you. Show the index page to the librarian and also show him or her the actual biography. You will receive a grade in the grade book for this.

Here are the names of a few other famous biography reference books that may be in your library:

Webster's Biographical Dictionary

Who's Who in America

Dictionary of American Biography

LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

Quotation books are used to locate the author and source of any famous saying. Some famous quotation books that may be in your library are as follows:

Bartlett's Familiar Quotations

Hoyt's New Encyclopedia of Practical Quotations

Dictionary of Quotations, by Evans

Magill's Quotations in Context

The International Thesaurus of Quotations, by Tripp

The Home Book of American Quotations, by Bohle

20,000 Quips and Quotes, by Esar

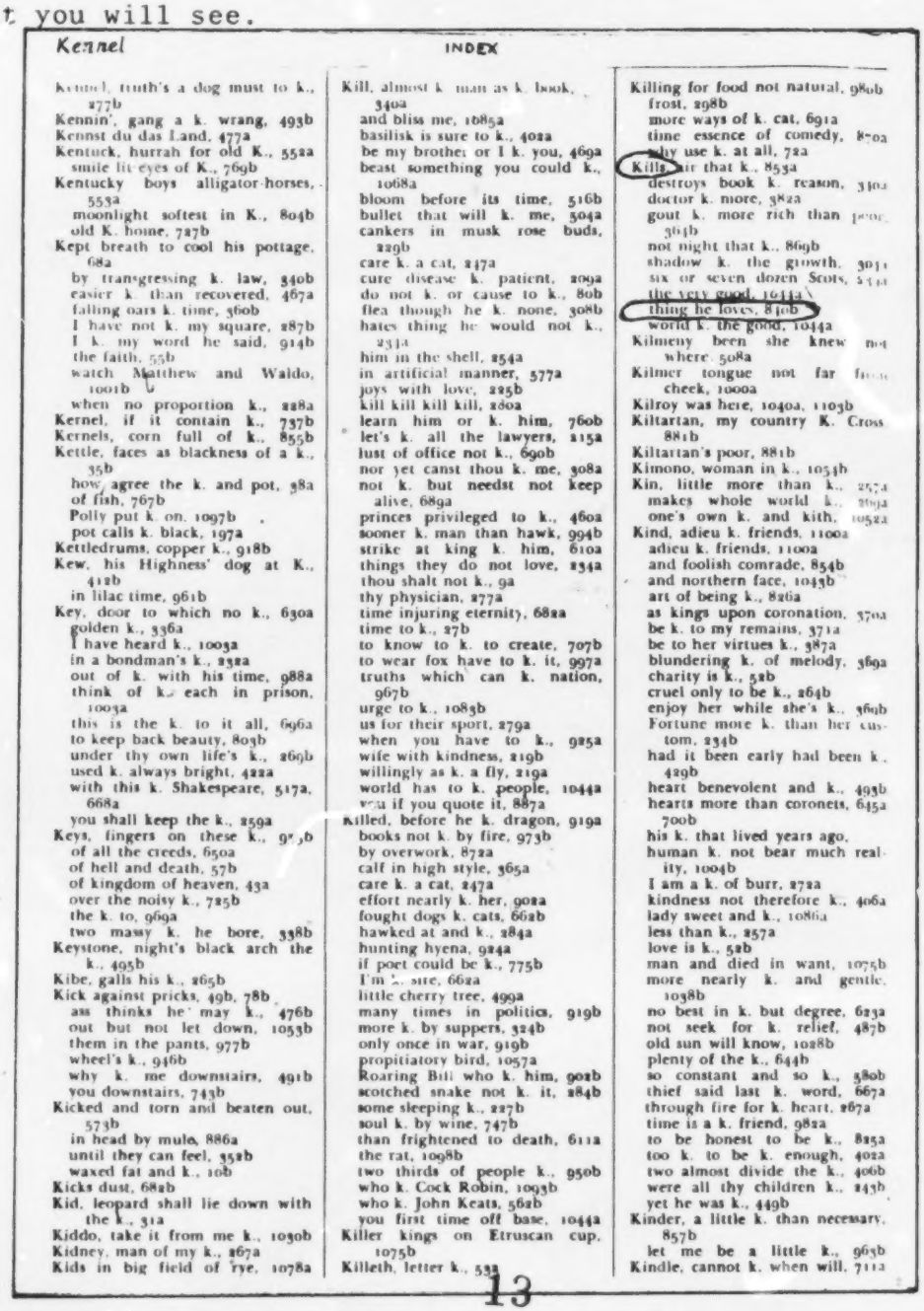
Basically there are two main types of quotation books. One is the type that has an index or indexes. You must refer to the index first. The index then refers you to a page in the body of the book on which the full quotation is given, with the author and the source also given. The second main type is the book that gives you all entries in one alphabetical arrangement. You must look for the most important word in the quotation.

LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

Here is an actual example of the first type, taken from Bartlett's Familiar Quotations. Let's suppose that your teacher has asked you to find out who said "Yet each man kills the thing he loves" and in what speech or work of literature it was said. You look in the index of Bartlett's under the most important word in the quotation, which in this case is "kills". This is what you will see.



Kennel INDEX

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LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

You now look on page 840 and you will see this.

when bad Americans die, where do they go to?

Lord Illingworth: Oh, they go to America.

A Woman of No Importance [1893], *act I*

The youth of America is their oldest tradition. It has been going on now for three hundred years. *Ib.*

Lord Illingworth: The Book of Life begins with a man and a woman in a garden.

Mrs. Allonby: It ends with Revelations. *Ib.*

I suppose society is wonderfully delightful. To be in it is merely a bore. But to be out of it simply a tragedy. *Ib. III*

Really, if the lower orders don't set us a good example, what on earth is the use of them?

The Importance of Being Earnest [1895], *act I*

I have invented an invaluable permanent invalid called Bunbury, in order that I may be able to go down into the country whenever I choose. *Ib.*

Of course the music is a great difficulty. You see, if one plays good music, people don't listen, and if one plays bad music people don't talk. *Ib.*

To lose one parent . . . may be regarded as a misfortune; to lose both looks like carelessness. *Ib.*

Relations are simply a tedious pack of people, who haven't got the remotest knowledge of how to live, nor the smallest instinct about when to die. *Ib.*

I never travel without my diary. One should always have something sensational to read in the train. *Ib. II*

No woman should ever be quite accurate about her age. It looks so calculating. *Ib. III*

Democracy means simply the bludgeoning of the people by the people for the people.[1]

The Soul of Man Under Socialism [1895]

The fact is, that civilization requires slaves. The Greeks were quite right there. Unless there are slaves to do the ugly, horrible, uninteresting work, culture and contemplation become almost impossible. Human slavery is wrong, insecure, and demoralizing. On mechanical slavery, on the slavery of the machine, the future of the world depends.[2] *Ib.*

Charity creates a multitude of sins. *Ib.*

Art is the most intense mode of individualism that the world has known. *Ib.*

Now art should never try to be popular. The public should try to make itself artistic. *Ib.*

The only thing that one really knows about human nature is that it changes. Change is the one quality we can predicate on it.[3] *Ib.*

Anybody can make history. Only a great man can write it. *Aphorisms*

I never saw a man who looked
With such a wistful eye
Upon that little tent of blue
Which prisoners call the sky.

The Ballad of Reading Gaol [1898], *pt. I, st. 3*

When a voice behind me whispered low,
"That fellow's got to swing."

Ib. st. 4

Yet each man kills the thing he loves,[4]
By each let this be heard,
Some do it with a bitter look,
Some with a flattering word.

[1] See Lincoln, p. 851a.
[2] See Havelock Ellis, p. 639a.
[3] See Heraclitus, p. 77b.
[4] See Shakespeare, p. 234a.

LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

You see that this quotation "yet each man kills the thing he loves" comes from Part 1, stanza 7 of "The Ballad of Reading Gaol" by Oscar Wilde.

One thing to remember about quotation books is that not every book has every quotation. This is why most libraries have quite a number of quotation books. You may have to look in several books before you find the particular quotation you wanted.

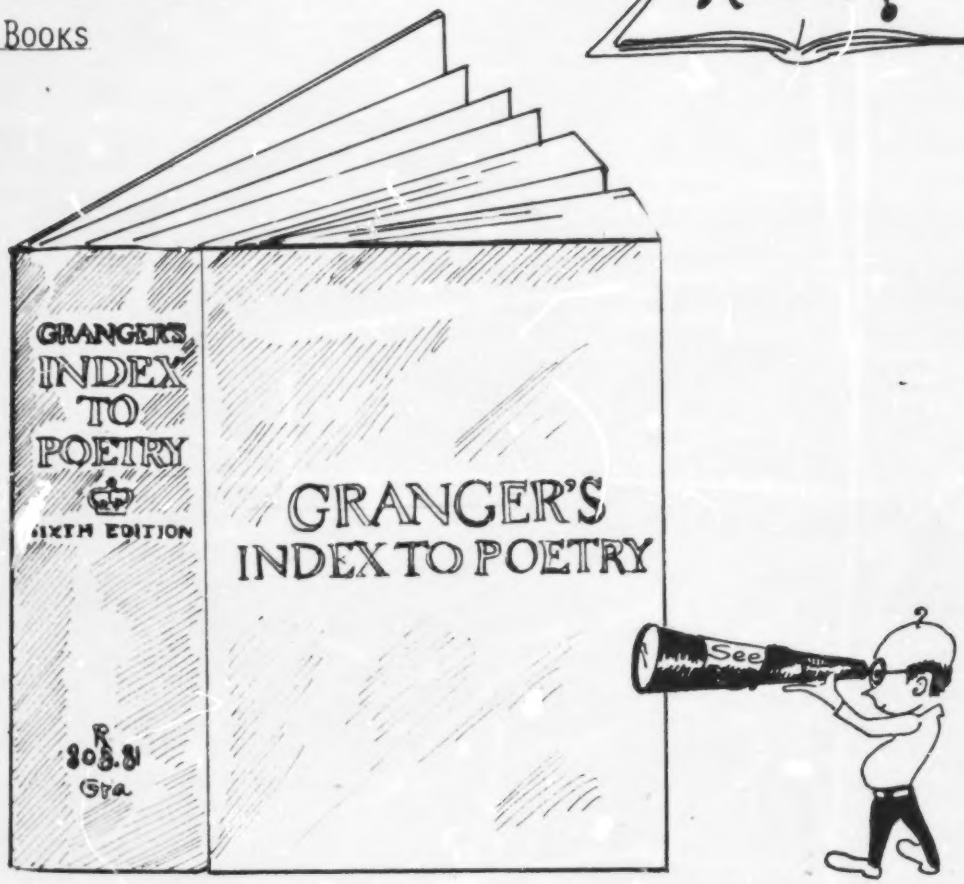
Here are a few famous quotations. Show them to your librarian and both of you decide on which two or three you will choose. You must then find the author and source of the quotation. Show the author and source to the librarian for your grade. If you can do this activity it means that you fully understand how to use the quotation books.

1. Nothing succeeds like success.
2. Murder will out.
3. My candle burns at both ends.
4. What is so rare as a day in June?
5. Eureka!
6. Sweet are the uses of adversity.
7. Kilroy was here.
8. With a grain of salt.
9. Rome was not built in a day.
10. Hail to the chief.

LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS



Granger's Index of Poetry is a good example of the very specialized reference book that requires you to read the "explanatory notes" on one of the first pages. If you have never used Granger's before, it is at first glance totally incomprehensible. But after only a little study, you can see quite easily how to use it.

Suppose that your English teacher requires you to read a poem called "Hem and Haw". You will notice that there are several sections in Granger's beginning with a title and first line index. Next comes an author index and finally a subject index. Since you know nothing about "Hem and Haw" except its title, you will have to look in the title and first line index. Here is what you will see.

more to come

LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

Chorus. "O Slavery! thou frost of the world's prime." PoFr
Chorus. "Victorious wrong, with vulture scream."
(Final Chorus from "Hellas.") EnLi-2
Chorus. "World's great age begins anew, The." AtBAP; EnRP; ERoP-2; ExPo; FaBoEn; HBV; InPo; LoBV; MyFE; OAEP; PoE; PoEL-4; SeCeV; TOP; WoL
(Final Chorus.) BEL; BoLiVe; EnLit; OBRV; PoFS; SeCePo
(Hellas.) ChTr; EPN; OBEV; ShBV-4
(New World, A.) TrGrPo
(World's Great Age Begins Anew, The.) AWP; FiP; JAWP; NoP; PoIE; TreFS; WBP
Chorus. "Worlds on worlds are rolling ever." EnRP; OAEP
(Worlds on Worlds Are Rolling Ever.) NoP; PoFS
"Power from the unknown God, A." StJW
Hellenics, The. *sel.* Walter Savage Landor.
Hamadryad, The. EnRP; EPN; TOP; VA
Iphigenia and Agamemnon. BEL; BeLS; EnLi-2; EPN
(Iphigenia.) EnRa
Proem. ViBoPo
(On the Hellenics.) BEL; EnRP; EPN
Ternissa! You Are Fled! ExPo; GTSE; LoBV; PoEL-4; SeCeV
(Ternissa.) FaBoEn; OBNC
(On Ternissa's Death.) ELP
Hello. Gregory Corso. WOW
Hello! Louise Ayres Garnett. SiSoSe
Hello America let's tell the truth! To the National Arts Council. Peter Schjeldahl. ANYP
Hello Blackness. Arnold Kemp. WSL
Hello, Central, what's the matter with this line? The Hesitating Blues. W. C. Handy. GoSl
Hello dar, Miss Melerlee! Miss Melerlee. John Wesley Holloway. BANP; PoNe
Hello, Girls. *Unknown.* *See* Kansas Boys.
Hello, Somebody, *with music.* *Unknown.* ShS
Hello there, Walt! To Walt Whitman. Tom MacInnes. CaP
Hell's Bells. Margaret Fishback. ShM
Hell's Pavement. John Masefield. BrPo
Helmet and rifle, pack and overcoast. The Battle. Louis Simpson. TPM
Helmet Orchid. Douglas Stewart. BoAV
Helmsman, The. Hilda Doolittle ("H. D."). AnAmPo; CMoP; OxBA
Helmsman, The; an Ode. J. V. Cunningham. MoVE
Heloise and Abelard. Pope. *See* Eloisa to Abelard.
Helot, The. *sel.* Isabella Valancy Crawford.
"Who may quench the god-born fire." PeCV
Help. Sadi, *tr. fr. Persian by* Sir Edwin Arnold. *Fr.* The Gulistan. AWP; JAWP; OnPM; WBP
Help. Whittier. Sonn.
Help for a patriot distressed, a spotless spirit hurt! "Cleared." Kipling. PeVV
Help-Givers, The. Laurence Housman. MaRV
Help, Good Shepherd. Ruth Pitter. OxBoCh
Help! Help!! What's to do? Trouble at the Farm. Ivy O. Eastwick. BoTP
Help me! help me! now I call. To His Mistresses. Robert Herrick. ErPo; SCEP-2; SeCP; UnTE
Help me to help your life. Letter to P. Robert Friend. NYBP
Help me to hold the vision undefiled. The Scribe's Prayer. Arthur Guiterman. TrPWD
Help Me to Live! Charles Gabriel. *See* My Evening Prayer.
Help me to make this working day. Invocation. Francesca Falk Miller. PEDC
Help Me to Seek. Sir Thomas Wyatt. FCP, InvP, RelE, SiCE, TuPP
(Rondeau. "Help me to seek, for I lost it there.") Po; SiPS
Help me to spend. Steward of God. Martha Snell Nicholson. FaChP
Help me to suffer when I most would spare. Remembering Calvary. Ethel Fanning Young. OQP
Help Me Today. Elsie Robinson. PoToHe
Help One Another. G. F. Hunting. PCH
Help, oh! my Lord, anoint mine eyes to see. Meditation CXIII [*or* I Am the Root and Offspring of David]. Edward Taylor. *Fr.* Preparatory Meditations, Second Series. MAmP; MWA-1
Help Us, Moon! *Unknown, tr. fr. Russian by* W. R. S. Ralston. OnPM
Help Us to Live. John Keble. *See* As We Pray.
Help Wanted. Franklin Waldheim. BLPA
Helpe O helpe kinde Abraham & send. *Unknown.* SeCSL
Helper, The. Cecil Frances Alexander. SoP
Helper, The. Phillips Brooks. *See* Our Burden Bearer.
Helping Hand, A. Georgia B. Adams. STF
Helping the Handicapped. Emily Dickinson. *See* If I can stop one heart from breaking.
Helpless am I indeed. "Labourers Together with God." Lucy Alice Perkins. BLRP
Helpless, condemned, yet still for mercy croaking. Mazeppa. Roy Campbell. AnFE
Helpless is God in struggling with that star. The Birth of Lucifer. John Gould Fletcher. MAP; MoAmPo
Helvellyn. Sir Walter Scott. PeER
Hem and Haw. Bliss Carman. HBV; MAP; MaRV; MoAmPo (1942 ed.); NeMA; PoPo
Hem of His Garment, The. Anna Elizabeth Hamilton. TrPWD
He-man, the sea-man, The. Pickup in Tony's Hashhouse. Kenneth Pitchford. *Fr.* Good for Nothing Man. CoPo; ErPo
Hemisphere could float upon, A. History Class. Robert Finch. TwCaPo
Hemlock, The. Emily Dickinson. *See* I think the hemlock likes to stand.
Hemlock Mountain. Sarah N. Cleghorn. HBV
Hemmed-in Males. William Carlos Williams. *Fr.* A Folded Skyscraper. MoVE; PoRA (rev. ed.); PoSa
("Saloon is gone up the creek, The.") AnAmPo
Hemorrhage, The. Stanley Kunitz. WaP
Hen, The. Matthias Claudius, *tr. fr. German.* BOHV
Hen, The. Oliver Herford. LBN; NA
Hen and the Oriole, The. Don Marquis. *Fr.* Archy and Mehitabel. EvOK; FiBHP
Hen Overboard. Robert P. Tristram Coffin. RePo
Hen remarked to the mooley cow, The. Art. *Unknown.* BLPA
Hen Roost Man, The. Ruth McEnery Stuart. BOHV
Hen to herself said one beautiful day, "Cluck, cluck," The. Cluck, Cluck. *Unknown.* FTB
Hen with the Golden Eggs, The. La Fontaine, *tr. fr. French by* Elizur Wright. OnPM
Hence All You Vain Delights. John Fletcher. *See* Melancholy.
Hence away, nor dare intrude! Inscription on a Grot. Samuel Rogers. *Fr.* The Pleasures of Memory. OBEC
Hence, Away, You Sirens! George Wither. *Fr.* Fidelia *and also* Fair Virtue. EIL, 3 *sts.*
Hence childish boy too long have I. *Unknown.* SeCSL
Hence, flames and darts! ye amorous sighs, hence! The Honeymoon. Henry Luttrell. *Fr.* Advice to Julia. OBRV
Hence flattring hopes. Cease longing and give ore. *Unknown.* SeCSL
Hence, hence, profane; soft silence let us have. A Dirge upon the Death of the Right Valiant Lord, Bernard Stuart. Robert Herrick. SeCV-1
Hence, hence prophane, and none appeare. Another New-Yeeres Gift, or Song for the Circumcision. Robert Herrick. SCEP-2
Hence, hence unhallowed ears and hearts more hard. Democritus Platonissans; or, An Essay upon the Infinity of Worlds out of Platonick Principles. Henry More. SeCV-2
Hence, loathed Melancholy. L'Allegro. Milton. AnFE; AWP; BEL; BoLiVe; CABA; CBEP; CoBE; EnL; EnLi-1; EnLit; FaFP; FiP; GN; GTBS; GTBS-D; GTBS-P; GTBS-W; GTSE; GTSL; HBV; HoPM; ILP; InPo; LiTB; LiTG; LoBV; MaPo; MasP; MBW-1; MCCG; MyFE; NoP; OBEV; OBS; OuHeWo; PoE; SeCePo; SeCeV; ShBV-3; TOP; TreFS; TrGrPo; ViBoPo; WHA; WoL
Hence prophane grim man, nor dare. To Death, Castara Being Sicke. William Habington. AnAnS-2
Hence, rude Winter! crabbed old fellow. Glee for Winter. Alfred Domett. DD; HBV; VA
Hence These Rimes. Bert Leston Taylor. FiBHP
Hence two miles east, does a fourth wonder lye. Elden-Hole. Charles Cotton. *Fr.* The Wonders of the Peak. PeRV
Hence, vain deluding joys. Il Penseroso. Milton. AWP;

LAP 9 - LIBRARY SKILLS

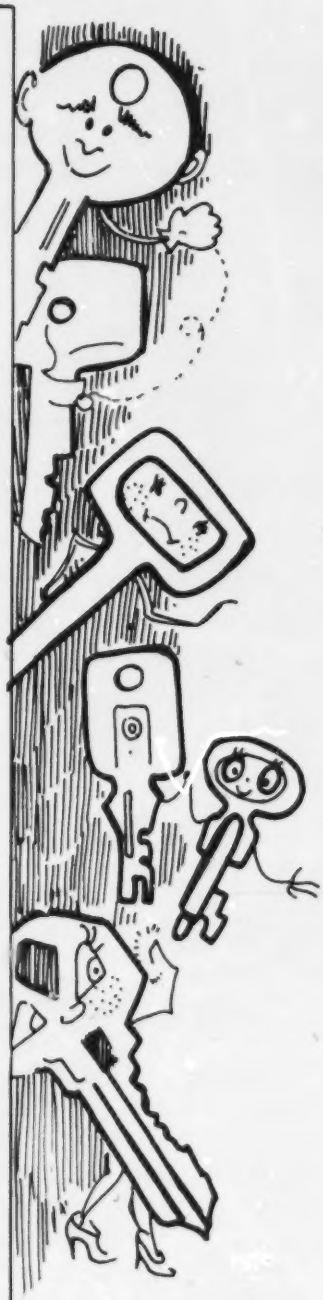
COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

You can see that the poem was written by Bliss Carman. The symbols HBV, MAP, MaRV, MoAmP. (1942 ed), NeMa, PoPo, all refer to specific books in which you will find the poem. Now you must look in the front of the book to find the "Key to Symbols". You will see this.

KEY TO SYMBOLS XXI

GoJo	Golden Journey, The; Poems for Young People. *Louise Bogan and William Jay Smith, comps.* (c.1965) Reilly & Lee
GoSl	Golden Slippers; an Anthology of Negro Poetry for Young Readers. *Arna Bontemps, comp.* (4th ed., c.1941) Harper & Brothers
GoTL	Golden Treasury of Longer Poems, The (Everyman's Library). *Ernest Rhys, ed.* (1939, rev. ed., 1949) J. M. Dent & Sons
GoTP	Golden Treasury of Poetry, The. *Louis Untermeyer, ed.* (c.1959) Golden Press
GoTS	Golden Treasury of Scottish Poetry, The. *Hugh MacDiarmid, ed.* (1941) The Macmillan Company
GoYe	Golden Year, The; the Poetry Society of America Anthology, 1910–1960. *Melville Cane, John Farrar, and Louise Townsend Nicholl, eds.* (1960) The Fine Editions Press
GSP	Great Story-Poems. *Theodoric Jones, comp.* (c.1966) Hart Publishing Company
GTBS	Golden Treasury of the Best Songs and Lyrical Poems in the English Language. *Francis Palgrave, comp.* (1929) Oxford University Press
GTBS-D	Golden Treasury of the Best Songs and Lyrical Poems in the English Language, The. *Francis Turner Palgrave, comp. With additional poems selected by C. Day Lewis.* (1954) William Collins Sons & Company
GTBS-P	Golden Treasury of the Best Songs & Lyrical Poems in the English Language. The. *Francis Turner Palgrave, comp. With a fifth book selected by John Press.* (c.1964) Oxford University Press
GTBS-W	F. T. Palgrave's The Golden Treasury of the Best Songs and Lyrical Poems (A Mentor Book). *Revised and enlarged by Oscar Williams.* (c.1953) The New American Library
GTSE	Golden Treasury (Everyman's Library). *Francis T. Palgrave, comp.* (1934) E. P. Dutton & Company
GTSL	Golden Treasury of Songs and Lyrics, The. *Francis T. Palgrave, comp.* (Rev. and enl. ed., 2 vols. in 1, 1928, reissue, 1944). The Macmillan Company
HaMV	Harrap Book of Modern Verse, The (Harrap's Modern English Series). *Maurice Wollman and Kathleen B. Parker, comps.* (1959) George G. Harrap & Company
HBMV	Home Book of Modern Verse, The. *Burton Egbert Stevenson, ed.* (1925, 2d ed., c.1953) Henry Holt and Company
HBV	Home Book of Verse, The. *Burton Egbert Stevenson, ed.* (6th ed. c.1926, 8th ed., c.1949, 2 vols.) Henry Holt and Company
HBVY	Home Book of Verse for Young Folks, The. *Burton Egbert Steven-*



LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

(This is only one page of the "Key to Symbols".)

You will see that the first symbol given, "HBV" refers to a book entitled The Home Book of Verse, by Stevenson. If the library is a good and well-established one, there will be an indication beside the symbol that the library has this book. Some libraries even have the call number written out, so that you can go to the shelf immediately and find the book. If the library does not have The Home Book of Verse, you must try the other symbols until you come to one that the library does have.

LAP 9 - LIBRARY SKILLS

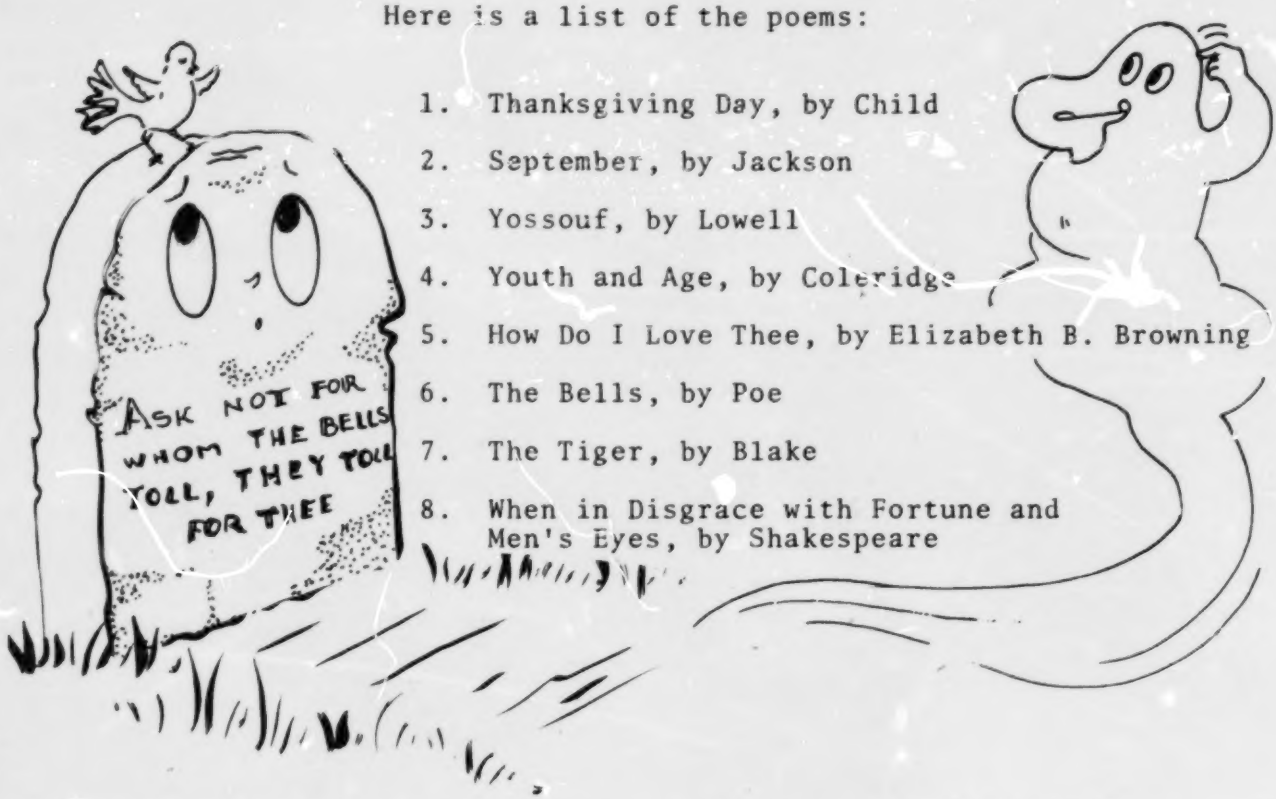
COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

Look up any two of the following poems in the Granger's Index, turn to the "Key to Symbols" and on the space provided, list the keys and the titles of the poetry books for which the symbols stand.

Here is a list of the poems:

1. Thanksgiving Day, by Child
2. September, by Jackson
3. Yossouf, by Lowell
4. Youth and Age, by Coleridge
5. How Do I Love Thee, by Elizabeth B. Browning
6. The Bells, by Poe
7. The Tiger, by Blake
8. When in Disgrace with Fortune and Men's Eyes, by Shakespeare



Now search the card catalog and the shelves for the title of one book that has the poems of your choice. Find the poems in the book and show the poems to the librarian for your grade.

LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

There are other geographical reference books besides the atlases. There are books known as gazeteers which are very important and helpful. Such a book is the Webster's New Geographical Dictionary published by the G. and C. Merriam Company.

If you ever have a teacher who wants you to know where a certain place is, a mountain, a city, or a river, you can find it in Webster's New Geographical Dictionary. Or if you have ever heard of a certain place and wondered what it was and where it was, the Webster's is the book for you.

Let's suppose that you have heard of the Swift-current Mountain and want to know where it is, you can look it up in Webster's. And just to show you how very complete and thorough Webster's is it even lists the tiny community of Sweetwater in southwest Dade County! Here is the page that lists both places.

more to come

LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

9,013,696. ✱ Stockholm. *Physical features:* The N part of the boundary with Norway is marked by the Kjølen Mts. which include Sweden's highest peak, Kebnekaise 6965 ft. and which are source of many rivers in Norrland flowing SE to Gulf of Bothnia, esp. Ljusnan, Indal, Ångerman, Luleälv, and the Torne (Tornio) on the Finnish border; abundant waterpower, and many waterfalls and lakes. In S third of country (Svealand and Götaland) is lowland, including Dal river and several large lakes, the largest being Vänern, Vättern, Mälaren, and Hjälmaren. Separated from Sjælland I., Denmark, on S by narrow strait of the Øresund and from Jutland Penin., Denmark, by the Kattegat; has two large islands Gotland and Öland off SE in Baltic. Extreme N forms part of Lapland. *Chief products:* Wheat, oats, barley, sugar beet, potatoes; dairy products; lumbering, fishing; iron ore, copper, zinc, gold, silver; manufacturing: steel, electrical appliances, chemicals, office equipment, ball bearings; shipbuilding; tourism. *Chief cities:* Stockholm, Göteborg, Malmö, Västerås, Uppsala, Norrköping, Örebro. Divided into the following 24 counties (for pronunciation of their names, see their individual entries):

NAME	AREA (sq. m.)	POP. (1970e)	CAPITAL
Älvsborg	4,928	400,995	Vänersborg
Blekinge	1,173	152,702	Karlskrona
Gävleborg	7,615	293,377	Gävle
Göteborg and Bohus	1,986	699,395	Göteborg
Gotland	1,225	54,093	Visby
Halland	1,904	194,266	Halmstad
Jämtland	19,903	126,158	Östersund
Jönköping	4,436	305,045	Jönköping
Kalmar	4,487	242,150	Kalmar
Kopparberg	11,722	279,138	Falun
Kristianstad	2,478	265,772	Kristianstad
Kronoberg	3,827	166,105	Växjö
Malmöhus	1,878	707,323	Malmö
Norrbotten	40,879	256,750	Luleå
Örebro	3,493	275,243	Örebro
Östergotland	4,278	375,947	Linköping
Skaraborg	3,262	255,964	Mariestad
Södermanland	2,645	247,703	Nyköping
Stockholm	3,070	1,459,814	Stockholm
Uppsala	2,084	201,882	Uppsala
Värmland	7,497	284,930	Karlstad
Västerbotten	2,284	233,971	Umeå
Västernorrland	9,924	274,104	Härnösand
Västmanland	2,615	260,869	Västerås

History: Inhabitants of Sweden among Scandinavian (Viking) raiders of 9th cent. A.D.; united and converted to Christianity by 11th cent.; conquered Finns in 12th cent., united with Denmark and Norway, 1397; broke away under house of Vasa (1523–1654) under which Swedes began territorial expansion; took Reval and Estonia 1561, E Karelia and Ingria 1617, and Livonia 1629; acquired Jamtland and Herjedalen and islands of Gotland and Saremа 1645; through participation in Thirty Years' War (Swedish phase 1630–35) won territory on German mainland. Hither Pomerania and Rügen, part of Farther Pomerania, Wismar, bishoprics of Bremen and Verden; leading Baltic power in 17th cent.; Danish territories in S Scandinavia were ceded to Sweden 1660; greatly weakened by defeat in Great Northern War 1700–21, as result of which Sweden lost most of German territories and Livonia, Estonia, Ingria, and Karelia; Finland (*q.v.*) and Åland Is. were gradually lost to Russia 1743–1809; received constitution 1809; gave up Swedish Pomerania in return for Norway which entered personal union with Sweden 1814; acknowledged independence of Norway 1905; neutral in both World War I and II; became a member of the United Nations 1946; joined the European Free Trade Association 1959; adopted unicameral parliament 1971.

Swedish Pomerania. See POMERANIA

Swee-ney \'swēn-ē\. Town, Brazoria co., SE Texas, 50 m. SSW of Houston; pop. (1970c) 3191.

Sweet Bri-ar \'swēt-ˌbrī-ər\. Village, Amherst co., cen. Virginia, ab. 12 m. N of Lynchburg; Sweet Briar Coll. (1901).

Sweet Grass. County in Montana. See table at MONTANA.

Sweet Home. City, Linn co., W Oregon, 32 m. NE of Eugene; pop. (1970c) 3799; agriculture; sawmills.

Sweet-wa-ter \'swēt-ˌwȯt-ər, -ˌwät-\. 1 River, cen. Wyoming; ab. 175 m. long; rises in SW Fremont co., flows E to Pathfinder Reservoir, which was formed by damming the North Platte river.

2 County in Wyoming. See table at WYOMING.

3 City, Dade co., SE Florida; pop. (1970c) 3357.

4 City, Monroe co., SE Tennessee, 41 m. SW of Knoxville; pop. (1970c) 4340; furniture.

5 Commercial and industrial city, ⊗ of Nolan co., NW Texas, 40 m. W of Abilene; pop. (1970c) 12,020; gypsum products, feeds, cottonseed oil, dairy products; meatpacking.

Sweetwater Lake. Lake, Ramsey co., NE North Dakota.

Swel-len-dam *also* **Zwel-len-dam** \'swel-ən-ˌdam\. Town, SW Cape Province, S Rep. of South Africa, 115 m. E of Cape Town in Bree river valley; pop. (1967e) 4900; in rich agricultural region. One of the oldest towns in South Africa, founded 1745; in 1795 rebelled against Dutch East India Company but surrendered to English in same year.

Swett Peninsula \'swet-\. Peninsula, extending W from SW coast in Chile, SSE of the Gulf of Penas.

Świd-ni-ca \shfid-'nēt-sə\ *or Ger.* **Schweid-nitz** \'shfit-nits\. City, S cen. Wrocław prov., SW Poland, 33 m. SW of Wrocław; pop. (1970p) 47,500; chemicals, textiles; 14th cent. church; 13th cent. town hall; founded at beginning of 13th cent.; to Bohemia 1392, to Prussia 1742; suffered much in Hussite wars 15th cent., Thirty Years' War, and in Silesian Wars, esp. when besieged 1757–59 and 1761–62; assigned to Poland by Potsdam Conference 1945.

Świd-nik \'shfēd-nik\. Town, Lublin prov., E Poland, ab. 5 m. ESE of Lublin; pop. (1970p) 22,000.

Świe-bo-dzin \shf(y)e-'bō-ˌjēn\ *or Ger.* **Schwie-bus** \'shfē-ˌbüs\. Town, Zielona Góra prov., W Poland, ab. 25 m. N of Zielona Góra; pop. (1968e) 14,100; formerly in Brandenburg, Germany.

Swie-to-krzy-ski National Park \ˌshf(y)e-tōk-'zhis-kē-\. National park, Poland; 23 sq. m.; mountain range; established 1950.

Swift \'swift\. 1 River, cen. Massachusetts; rises in Franklin co., flows S; 16 m. ENE of Springfield it is joined by Quaboag river to form Chicopee river.

2 County in Minnesota. See table at MINNESOTA.

Swift Current. City, SW Saskatchewan, Canada, 105 m. W of Moose Jaw; pop. (1971p) 15,048; railroad divisional point and trading center for large wheat district.

Swift-cur-rent Mountain \'swift-kər-ənt-\. Peak, Glacier National Park, NW Montana; 8300 ft.

Swift Dam. See UNITED STATES, *Dams and Reservoirs.*

Swil-ly, Lough \läk-'swil-ē\. Inlet of Atlantic Ocean, N coast of Ireland in N. co. Donegal, Eire; extends inland 24 m.

Świ-na \'shfē-nə\. River, NW Poland, ab. 10 m. long; main outlet of Zalew Szczeciński.

Swin-burne Island \ˌswin-bərn-\. Island off E coast of Staten I., New York, in Lower New York Bay; part of Richmond borough.

Swin-don \'swin-dən\. Municipal borough, Wiltshire, S England, 70 m. W of London; pop. (1971p) 90,830; locomotives and rolling stock.

Świ-no-ujś-cie \shfē-nə-'ü-ėsh-chə\ *or Ger.* **Swi-ne-mün-de** \shfē-nə-'mün-də\. Seaport city, NW Szczecin prov., NW Poland, on Baltic Sea on N coast of Usedom I. at mouth of the Świna river 37 m. NNW of Szczecin; pop. (1970p) 27,900; resort; manufactures lumber, furniture; shipbuilding. Formerly in Prussia, Germany; bombed in World War

a abut ˈ kitten ər further a back ā bake ä cot, cart aù out ch chin e less ē easy g gift
i trip ī life j joke k Ger. ich, Bach l ˈ F: rien ŋ sing ō flow ȯ flaw ȯi F: boeuf œ F: feu œ̄ F: peur th thin
th the ü loot u̇ foot y yet yü few yu furious zh vision

LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

The table of contents of the Webster's New Geographical Dictionary is typical of the table of contents of any really good reference book. Notice that there are explanatory notes, telling how to use the books, abbreviations pages and so on!

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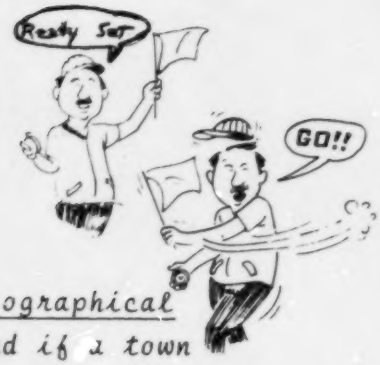
GEOGRAPHICAL DICTIONARY	**1**



LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

Locate the following places in Webster's New Geographical Dictionary and tell what it is, where it is, and if a town give the population:

1. Kazerun _____
2. Nias _____
3. Cracow _____
4. Potidaea _____
5. Taman _____

THE WORLD ALMANAC and
THE INFORMATION PLEASE ALMANAC
THE OFFICIAL ASSOCIATED PRESS ALMANAC
NEWS
PAPER
DAILY
Yes you can learn a lot about The WORLD with Theese ALMANACS. BUT To learn about your neighbors you must get a pair of binoculars

Almanacs are such important reference books that you see them on newsstands along with magazines and newspapers. Many people buy them for use in their own homes. There are several very good almanacs. Here are a few of them.

The World Almanac and Book of Facts, published by Newspaper Enterprises Association, Inc.

The Information Please Almanac, published by Simon and Schuster

The Official Associated Press Almanac, published by Hammond Almanac, Inc.

Let's examine and discuss probably the most famous of all almanacs, the The World Almanac. (Go and get the book down off the reference shelves).

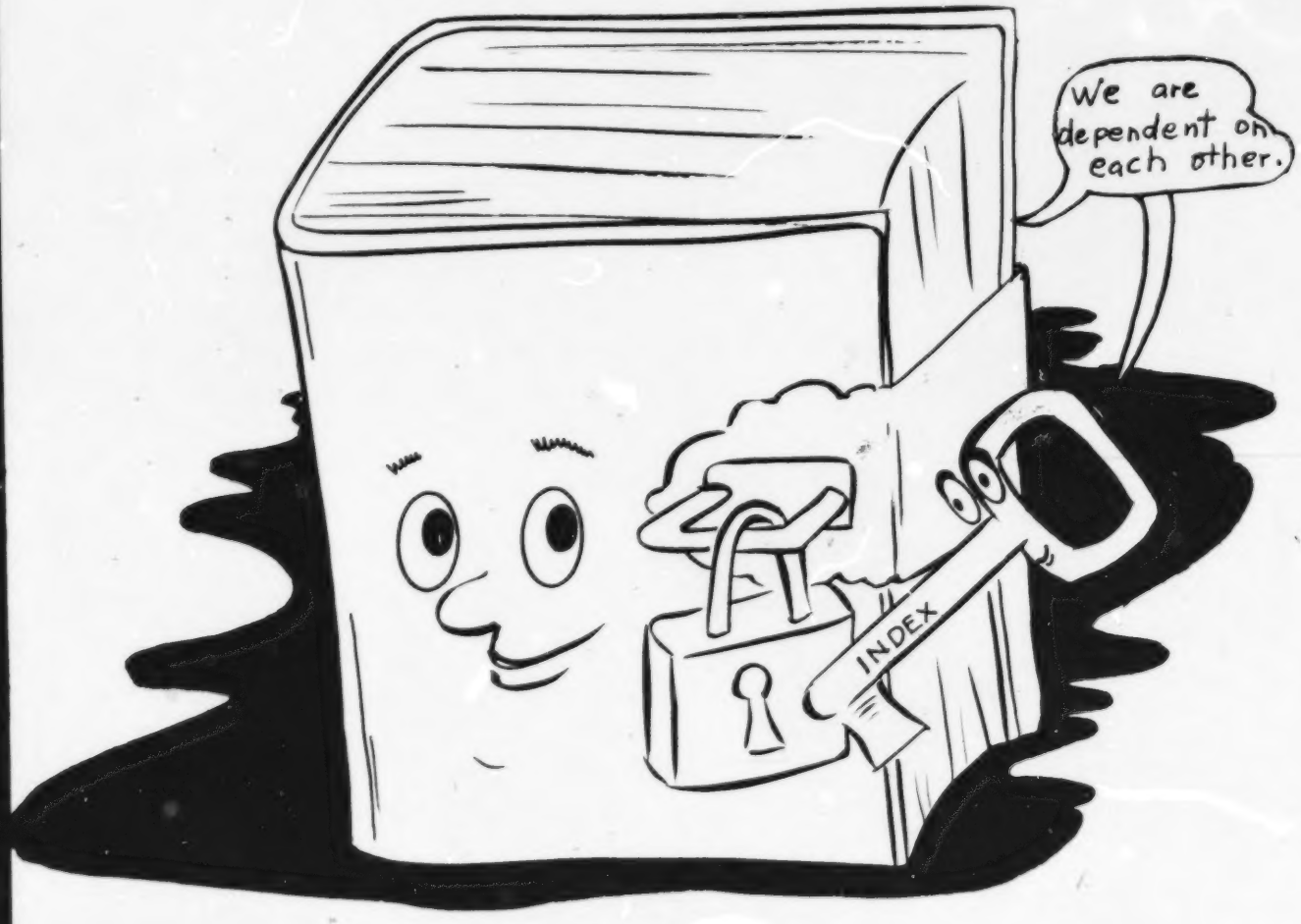
LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

First of all, notice that the index, which in most books comes at the end of the book, comes at the beginning of The World Almanac. This is because without the index it is difficult to find what your looking for. Therefore the index is the key to the book and also the most important part.

Now thumb through the almanac to see what types and kinds of information it has.



LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

In the index locate the topics listed and answer the questions about each one.

A. SEMINOLE WAR

1. On what page will you find the information? _____
2. On what date did the war begin? _____
3. How long did it last? _____

B. GOLF

1. On what page does the information begin? _____
2. Who won the U. S. open in 1914? _____
3. Who won the British Open in 1970? _____

C. ACADEMY AWARDS

1. On what page does the information start? _____
2. In 1937 what actor won the award? _____

_____

3. In 1949 what actess won the award? _____

_____

4. In 1958 what picture won the award? _____

_____

D. FLAGS - COLONIAL

1. On what page does the information start? _____
2. What was the chief color in the Gadsden Rattler Flag?

_____

3. Describe the design and colors of the Bunker Hill Flag?

_____

more to come

LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

E. CHRONOLOGY

1. On what page does the chronology start?

_____

2. After looking at the chronology what is your definition of a chronology?

_____

_____

_____

_____

LAP 9 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

REFERENCE BOOKS

Search through the reference book shelves for a book or set of books that you personally find interesting or unusual. Examine the book. Then show it to the librarian and explain the book to him or her.